

## CHAPTER 7

### CATERING OR BANQUET SERVICES

The State of Hawaii often includes catering of banquet food service as a part of the program, service, or activity conducted. Food service may include formal meals as well as informal receptions and offering of refreshments.

EXAMPLE: The Office of the Governor sponsors a reception for a business group at Washington Place. At the reception, in addition to some speeches, pupus are served in a long banquet-style line for all participants to enjoy.

EXAMPLE: The Department of Accounting and General Services and the Department of Education hold a ground-breaking ceremony for the construction of a new school. The ground-breaking ceremony consists of presentations as well as refreshments for all invited public officials, the media, and affected community members.

EXAMPLE: The Department of Agriculture hosts a conference. During the conference a sit down luncheon is provided to all attendees as part of the registration fee.

If a department or agency is hosting an activity which will involve food as a part of the program or activity, attention should be paid in the planning to respond to the needs of a person who has a disability. If the activity is a conference, workshop, or training activity with a registration form, the relevant information on an individual's need due to a disability should be made known through the registration process identified in **Chapter 6**. However, not all catering or banquet services are for events which have a registration form. In those instances, you must be prepared to respond to on-site requests by making the proper contingency plans ahead of time in the event that a request is made.

The manner in which food is served at meals or breaks can affect the participation level of many individuals who have disabilities. If people who are blind or have low vision or have mobility impairments attend your activity and a meal is provided, a sit-down, rather than buffet-style meal should be discussed with the catering service, since standing in lines and serving food is difficult. However, if a buffet is planned, arrangements should be made to provide assistance in selecting food and carrying plates for persons having limited manual dexterity or stability in carrying food. Also, banquet and catering staff should be appropriately informed ahead of time if individuals who are blind or who have limited manual dexterity request that their food be cut into smaller portions.

Some people who have disabilities, particularly those with chronic health conditions, have dietary needs, and arrangements should be made with the catering staff to provide special meals (e.g., low sodium, sugar-free, salt-free food), if requested.

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**CHECKLIST FOR ENSURING  
CATERING OR BANQUET SERVICES ARE ACCESSIBLE**

YES    NO

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|---|---|--|
| — | — | Arrangements have been made to provide assistance in selecting food, and/or carrying plates in a buffet-style arrangement, if requested. |
| — | — | Arrangements have been made to inform banquet and catering staff of special food or dietary needs, if requested.                         |